INFORMATION PROTECTION SECURITY AWARENESS, TRAINING, AND EDUCATION (SATE) PROGRAM

HOLDOVER

"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This supplement further defines responsibilities and procedures for establishing and managing the Security Awareness, Training, and Education (SATE) Program under AFMC jurisdiction. Air Force has changed the designation of Information Protection (IP) to Information Assurance (IA). Each base IA office may develop a supplement outlining local procedures. Base supplements may add to but not take away from the AFI and major command supplement. This supplement supersedes all AFMC IA policy letters relating to this subject area dated prior to the publication of this supplement. It does not apply to the Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISIONS

This supplement supersedes all AFMC IA policy letters relating to this subject area dated prior to the publication of this supplement

AFI 33-204, 1 October 1997, is supplemented as follows:

3.3. Information requiring protection within AFMC is designated: classified information (secret and top secret) and sensitive information.

6.1.2.1. Includes contractor personnel when providing IA training to all system users.

6.2. (Added) Local OSI will provide Human Intelligence (HUMINT) information.

12.2. The commander or director of the organization managing the local IA office will provide the AFMC IA office (AFMC CSO/SCSN) with the names, grades, office symbols, telephone numbers and Email addresses of these individuals when assigned, and as changes occur. The AFMC IA office will approve or disapprove waivers.

12.7. The command OPSEC manager is HQ AFMC/SF.

12.9. The local Chief of Security Forces (SF) or Chief of Acquisition Security (AS) has cognizance over contractors requiring access to classified information on their installations as intermittent visitors, visitor groups, or cleared facilities. Coordinate IA SATE requirements with the local SF or AS offices in an effort to benefit the customer by reducing the number of training seminars.

12.11. (Added) A SATE program review will be conducted at AFMC bases, to include major program offices to ensure a sound SATE program is in effect. This review falls under the Information Protection Assessment and Assistance Program (IPAP), AFI 33-230. The compliance-oriented assessment will be scheduled at two-year intervals in conjunction with assessment of all IA disciplines, to include COM-PUSEC, COMSEC, EMSEC, and SATE. A representative number of the base facilities will be visited to identify problem areas and laudable practices.

15.8. Ensure host tenant agreements which address the IA SATE program are maintained in the official SATE program records. Ensure tenant organizations participating in the base SATE program appoint a unit SATE manager.

15.9. Maintain workshop minutes in the official IA SATE program records for a minimum of two years.

15.10. Report the annual RCS:HAF-SC(A) 9604, IA Security Awareness, Training, and Education Utilization Report in accordance with AFI 33-204, paragraph 9 and AFPD 33-2 , *Information Protection*, to the AFMC IA office no later than 10 Jan each year, or as otherwise directed.

16. (Added) Base/Wing IA offices must provide the AFMC IA office with the name, grade, office symbol, e-mail address, and telephone number of appointed individuals in writing. Each IA office should have a primary and alternate SATE manager.

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